



United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center
Government Employees Services Division

Functional Requirements Document (FRD)

Project# 715811	Project Title: Puerto Rico (RQ) State Tax	Date Prepared: 03/11/2014 Revised 08/05/2014
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Scope:	Modify Puerto Rico State Tax process in EmpowHR to conform to the ALLTAX Bulletin PR110085.
Assumptions:	ALLTAX Bulletin PR110085 was implemented in the Payroll system with project 213676 dated 11/29/2011. EmpowHR was not modified for Puerto Rico state tax deductions.
Test:	All functionality specified within the SCR will be validated by the Applications Testing (QA) team.

Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

Personnel Applications Systems Branch (PESB) Requirements

"Not Applicable"

Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Payroll Web Systems Branch (PWSB) Requirements

"Not Applicable"

Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

Modify Payroll Documents>Tax Data> State Tax Data (DOC 140)page as follows:

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New Window | Personalize Page | http

City Tax Data | County Tax Data | **State Tax Data** | Federal Tax Data | Earned Income Credit

AIDA ORONA Empl ID: 228821 Rcd# 0 S S N XXX-XX-0465

State Tax Data Find | View All First 2 of 4 Last

*Effective Date: 03/09/2014 Pay Period: 05 Date Entered: 03/12/2014

User ID: testww Transaction Status: InProgress

Exemption Data

State tax withholding state code: RQ PUERTO RICO

Total Number Of Allowances: NFC TAX INSTRUCTIONS

Additional Withholding Amount: \$0.00

Additional Exemptions Claimed

Additional Exemptions Claimed:

Personal Exemptions Claimed

Personal Exemptions Claimed:

Public/Private Employee:

Change the circled label to 'Veterans/Special Deductions'

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Change these labels to read 'NONE', 'VPE', 'SD', 'VPE&SD'

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- Create a "New" translate table RECORD with the four (4) field values.
 - Fieldname = VET_SPCLDEDUCT
 - Fieldvalue = 0
 - XlatLongName = No Veterans or Special Deduction
 - XlatShortName = None
 - - Fieldvalue = 1
 - XlatLongName = Veterans Personal Exemption
 - XlatShortName = VPE
 - - Fieldvalue = 2
 - XlatLongName = Special Deduction only
 - XlatShortName = SD
 - - Fieldvalue = 3
 - XlatLongName = Vet Per & Special Deduction
 - XlatShortName = VPE&SD

In the table that stores document type 140 data, replace the field 'PUBLIC_PRIVATE' with 'VET_SPCLDECT'.

Ensure EmpowHR system modifications comply with the requirements of Section 508 of the Rehabilitation Act Amendments of 1998 (29 U.S.C 794) found on <http://www.section508.gov>.

Signature of Systems Requirements Branch Chief: **Date:**

Signature of Web Requirements Branch Chief: **Date:** 03/12/2014

/s/ Dana Esposito Acting